

	<b>State of South Carolina</b>  Request for Quote  Amendment -- 2	Solicitation Number:	5400002750
		Date Issued:	3/31/11
		Procurement Officer:	E. Madison Winslow <i>E. Madison Winslow</i>
		Phone:	803-898-3487
		E-Mail Address:	<a href="mailto:winsloem@dhec.sc.gov">winsloem@dhec.sc.gov</a>

DESCRIPTION: **Honesty/Fidelity Bond**

USING GOVERNMENTAL UNIT: **South Carolina Department of Health & Environmental Control**

*The Term "Offer" Means Your "Bid" or "Proposal". Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.*

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:	
MAILING ADDRESS: SC DHEC Attn: Procurement Services Division 2600 Bull Street Columbia SC 29201-1708	PHYSICAL ADDRESS: SC DHEC Attn: Procurement Services Division 2600 Bull Street Columbia SC 29201-1708

SUBMIT OFFER BY (Opening Date/Time): **4/7/2011/ 2:30 pm ET** (See "Deadline For Submission Of Offer" provision)

NUMBER OF COPIES TO BE SUBMITTED: **1 Original**

CONFERENCE TYPE: <b>Not Applicable</b> DATE & TIME:  <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</small>	LOCATION: <b>Not Applicable</b>
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AWARD & AMENDMENTS	Award will be posted on <b>4/14/2011</b> . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="http://www.procurement.sc.gov">http://www.procurement.sc.gov</a>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.  
(See "Signing Your Offer" provisions.)

NAME OF OFFEROR  <small>(full legal name of business submitting the offer)</small>		Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE  <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>		TAXPAYER IDENTIFICATION NO.  <small>(See "Taxpayer Identification Number" provision)</small>
TITLE  <small>(business title of person signing above)</small>		STATE VENDOR NO.  <small>(Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a>)</small>
PRINTED NAME  <small>(printed name of person signing above)</small>	DATE SIGNED	STATE OF INCORPORATION  <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one) <span style="float: right;"><small>(See "Signing Your Offer" provision.)</small></span>		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Corporation (tax-exempt)	<input type="checkbox"/> Government entity (federal, state, or local)

## PAGE TWO

(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension      Facsimile _____ E- mail Address

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address <b>(check only one)</b>	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address <b>(check only one)</b>

<b>ACKNOWLEDGMENT OF AMENDMENTS</b> Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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**PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences) . ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)]

<b>PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE:</b> Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).
_____ In-State Office Address same as Home Office Address _____ In-State Office Address same as Notice Address <b>(check only one)</b>

## AMENDMENT 2

### Solicitation No.: 5400002750

#### **AMENDMENTS TO SOLICITATION (JAN 2004)**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: [www.procurement.sc.gov](http://www.procurement.sc.gov) (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

**Start date: Date of award. End date: Three years from date of award. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract - Effective Date/Initial Contract Period". [01-1040-1]**

#### Questions and Answers

1. Question: Who is the existing carrier?  
Answer: Carolina First Insurance Services was the carrier through February 28, 2011.
2. Question: What is the expiring premium?  
Answer: Annually \$3,159.00
3. Question: Is the effective date 04/05/2011?  
Answer: See above.
4. Question: What is the bid or policy term?  
Answer: One year, with two one-year options to extend for a total of three years.
5. Question: Do you need page 13 included with the bid if your firm is not a Minority Corporation?  
Answer: No.
6. Question: Are there any amendments?  
Answer: Yes, Amendment 1 and Amendment 2.
7. Question: If this is a bid for only a twelve (12) policy, would you like a different premium quoted if payment is made within 10, 20 or 30 days?  
Answer: No, this is not part of the award process.
8. Question: If this is only a twelve (12) month policy, how would you like to pay the premium?  
Answer: Annually.
9. Question: Re: Page 19 Term of Contract, if I am awarded the contract, would you like for the policy to be quoted on a multi-term premium; or do you just want a quote based on the first twelve (12) month term?  
Answer: 12-month term.
10. Question: Is the current carrier offering a renewal?  
Answer: This is a new contract and is open for competition.
11. Question: Do you need for me and my carrier to sign the Confidentiality agreement?  
Answer: Yes.
12. Question: How would you like for me to respond to the questions on Page 23?  
Answer: Check yes or no depending on your status.
13. Question: If you want different policy term quotes, how should "Unit Price" and "Extended Price" be quoted?  
Answer: Unit price should be the same for a 12-month term.